



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Laura Herrera Scott, MD, MPH, Acting Secretary

**MEMORANDUM**

**DATE:** January 19, 2015

**CCPC HO Memo #15-03**

**TO:** Health Officers  
CRF Cancer Program Directors, Coordinators and Staff  
SAHC CRF Program Directors, Coordinators, and Staff

**FROM:** Cindy Domingo, Acting Program Manager  
Cigarette Restitution Fund Programs Unit, Center for Cancer Prevention and Control

**RE: Teleconference on CRF Cancer Programs – Wednesday, January 21, 2015**

Attached is the agenda for the Teleconference on **Wednesday, January 21, 2015**, from 10:00 -12:00 p.m.

**PLEASE GO SLOWLY AND FOLLOW THE PROMPTS**

**Dial in** to the following “**Meeting Place**” dial in number: **410-225-5300**

Give the following **Meeting ID Number: 3106#**

When entering the Meeting ID Number, follow by the # sign.

**If there are problems, we will send out an e-mail** notifying you about what is happening, so please check your e-mail. If you have any trouble dialing into the audio-conference call, contact DHMH Teleconference Services at (410) 767-5108. A staff member will assist you in your connection to the audio-conference.

**Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all. **Please turn your phone to MUTE** unless asking a question at the teleconference. You may connect into the conference call **as early as 9:55 AM, NOT SOONER, PLEASE.**

Attachment (E-mailed to Health Officers and CRF/CPEST Program Directors/Coordinators)  
cc: D. Gugel  
S. Hokenmaier/ C. Lewis  
D. Shell  
M. Spencer

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Web Site: [www.dhmh.maryland.gov](http://www.dhmh.maryland.gov)

**CRF-Cancer Prevention Education Screening and Treatment Teleconference  
DHMH Center for Cancer Prevention and Control  
Wednesday, January 21, 2015, 10:00 AM-12:00 PM**

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**Dial in** to the following “**Meeting Place**” dial in number: **410-225-5300**.

Meeting ID Number: 3106#

**Agenda**

The Program staff is encouraged to listen and participate on the Monthly CRF-CPEST Teleconferences. The current URL for the announcements and agendas of the teleconferences and other health officer memos is: <http://phpa.dhmh.maryland.gov/cancer/SitePages/homemos.aspx>.

**Conference Call Procedures**

- A. Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all.
- B. Please turn your phone to MUTE** unless asking a question at the teleconference. #5 can be used from your cellular and land lines to **MUTE** your phone once you have called in. To **UNMUTE**, hit #5 again.
- C. Please do not place call on hold** if you must step away briefly, or we will hear your music.

**1. Courtney Lewis - Administrative Items**

- Medical Overseer Designation Update-Memo forthcoming
- Additional Allowable FC02 Performance Measure - Memo forthcoming
- Minority Outreach and Technical Assistance (MOTA) – Arlee Wallace Gist
- 60/40 Requirement-Memo forthcoming

For more information or questions, please contact Cindy Domingo at [Cindy.Domingo@Maryland.gov](mailto:Cindy.Domingo@Maryland.gov) or 410-767-5123.

**2. Minority Outreach and Technical Assistance (MOTA) – Arlee Wallace Gist**

If anyone has questions, please feel free to contact:

Ms. Arlee W. Gist, Deputy Director, Office of Minority Health and Health Disparities at [Arlee.Gist@maryland.gov](mailto:Arlee.Gist@maryland.gov) or 410-767-1052

Ms. Christine Wiggins, MS, CHES, Director, Health Disparities Initiatives, Office of Minority Health and Health Disparities at [christine.wiggins@maryland.gov](mailto:christine.wiggins@maryland.gov) or 410-767-8954

**3. Maryland Skin Cancer Prevention Program – Roberta Herbst**

- Update: Tanning bed legislation from the Save Your Skin Coalition. (See attachment #7)

For information or questions, please contact:

Roberta M. Herbst, M.S.

Director of Programs and Communication

Center for a Healthy Maryland, Inc.

MedChi, The Maryland State Medical Society

1211 Cathedral St., Baltimore, MD 21201

410-539-0872 or 800-492-1056, ext. 3340 Fax: 410-649-4131 [www.healthymaryland.org](http://www.healthymaryland.org)

### 3. Maryland Cancer Conference (Sandra Buie-Gregory)

- Maryland Cancer Fund program updates (See attachment #1, MCF Flyer)

For more information or questions, please contact Sandra Gregory at 410-767-6213 or at [Sandra.buie-gregory@maryland.gov](mailto:Sandra.buie-gregory@maryland.gov).

### 4. Surveillance and Evaluation Unit (SEU) Updates

- **CDB Updates:**

- **Monthly Trainings (Lorraine Underwood)** The next date for CDB trainings for 2015 are now available and are attached. The all-day trainings are scheduled monthly and will take place at DHMH's offices. (See attachment #2)
- **FY15 Midyear Performance Measure Action Plans (PMAP's)** were sent to local programs on 1/15/15 as a component of the FY15 Progress Reports which are **due on January 31, 2015 (mid-year)**. Please reference the attached Health Officer Memo #33 sent which provides guidance and instructions on submission of the FY15 Performance Measure Action Plans. (See attachment #3)
- **Forefront User Reminder (Lorraine Underwood):** Some CDB users who utilize Forefront may have encountered issues with accessing Forefront. This access issue is commonly attributed the user needing to reset their password. Forefront passwords are temporary and expire monthly. We are advising Forefront users re-set their passwords monthly or at the first of every month to prevent access issues. The attached guidance provides further guidance and procedures on how to resolve Forefront user access issues. (See attachment#4)

For more information on CDB trainings, Performance Measure Action Plans, or accessing Forefront, please contact Lorraine Underwood at [Lorraine.Underwood@Maryland.gov](mailto:Lorraine.Underwood@Maryland.gov) or 410-767-0791. Forefront users may also contact Jia Soellner at [jia.soellner@maryland.gov](mailto:jia.soellner@maryland.gov) 410-767-0815

- **Cycle Deletions (Kelly Richardson):** This is a procedure reminder for CDB deletion requests. We request that the following information to be submitted in order to complete the deletion:
  - CDB ID number
  - Reason for deletion
  - Additional client unique identifier

Submit the requested information or any deletion inquiries to Kelly Richardson at [Kelly.Richardson@Maryland.gov](mailto:Kelly.Richardson@Maryland.gov) or 410-767-7842.

- **EDB Reminders – Alyse Weinstein**

For staff required to take the Cancer Education Database (EDB) Web-based Training, please note that the power point presentation can be found at the following link:

[http://phpa.dhmv.maryland.gov/cancer/Documents/Web\\_EDB\\_Presentationrev2ppsx](http://phpa.dhmv.maryland.gov/cancer/Documents/Web_EDB_Presentationrev2ppsx).

For more information on the EDB training, please contact Alyse at [Alyse.wienstein@maryland.gov](mailto:Alyse.wienstein@maryland.gov) or 410-767-2420.

**Note:** For any additional technical problems connecting to the EDB and CDB, or navigating either system, staff and contact information is listed below:

- Lorraine Underwood at [lorraine.underwood@maryland.gov](mailto:lorraine.underwood@maryland.gov) 410-767-0791, Jia Soellner at [jia.soellner@maryland.gov](mailto:jia.soellner@maryland.gov) 410-767-0815 OR  
[dhmh.cdbhelp@maryland.gov](mailto:dhmh.cdbhelp@maryland.gov) (Client Database)  
[dhmh.edbhelp@maryland.gov](mailto:dhmh.edbhelp@maryland.gov) (Education Database)

## 5. Education and Training – Cindy Domingo

- **Tobacco Webinar: free "[Helping Your Patients Quit: A Systems Approach to Tobacco Cessation](#)".**
  - Future webinars will be held on January 22nd and February 5th and 19th.
  - You may consider featuring the Brief Tobacco Intervention Training and Helping Your Patients Quit Webinar, in your next newsletter, mailing, or your social media networks.
- **Cervical Cancer awareness Month:** January is Cervical Cancer Awareness month. The following resources have been developed by the Breast/Cervical Cancer Program for distribution to your community and partners. (See attachment #5)
  - Prevent Cervical Cancer CHAM Fact Sheet
  - Prevent Cervical Cancer CHAM Hidden Message, Word Find, and Key
  - Cervical Health Educational Resources List
  - Copies of the Maryland Breast and Cervical Cancer Program statewide brochures (English and Spanish) *\*Please note that the brochures should have updated information.*

## 6. Administrative- Cindy Domingo

- **CRF-CPEST Staff Contacts:** We have updated the Lead Contact list and information for the Cigarette Restitution Fund Program Unit, Center for Cancer Prevention and Control. Staff should continue to contact their respective lead or Cindy Domingo, Acting Manager for programmatic guidance or inquiries. (See attachment #6)
- **Reminder: Health Officer Memo #14-33, FY15-CRF-CPEST Program Mid and End of Year Progress Report Forms** were sent out in an e-mail on 12/11/2014. Local CPEST Program Mid-Year Progress Reports are **due January 31, 2015**. As a component of these reports, please remember to submit the 1) Expenditure Reports and 2) Performance Measure Action Plans and 3) Progress Report Narrative as directed.

**Future monthly teleconferences are scheduled for the third Wednesday, 10:00 a.m. to 12:00 noon, unless advised otherwise, of each month in 2015 calendar year:**

January 21, February 18, March 18, April 15, May 20, and June 16.

**For information on other Center for Cancer Prevention and Control Programs, please see contact list below.**

**Breast and Cervical Cancer Program and Colorectal Cancer Control Program:**

Dawn Henninger – 410-767-5141, [Dawn.Henninger@Maryland.gov](mailto:Dawn.Henninger@Maryland.gov)

**Breast and Cervical Cancer Diagnosis and Treatment Program:**

Jackie Richter – 410-767-5738, [Jackie.Richter@Maryland.gov](mailto:Jackie.Richter@Maryland.gov)

**Maryland Cancer Fund:**

Sandra Buie-Gregory – 410-767-6213, [Sandra.Buie-Gregory@Maryland.gov](mailto:Sandra.Buie-Gregory@Maryland.gov)

**Maryland Cancer Registry:**

Kimberly Stern – 410-767-5521, [Kimberly.Stern@Maryland.gov](mailto:Kimberly.Stern@Maryland.gov)

**Maryland Comprehensive Cancer Control Program:**

Effective November, Nanyamka Hales – 410-767-2037, [Nanyamka.Hales@maryland](mailto:Nanyamka.Hales@maryland), until Meredith Truss return from leave.